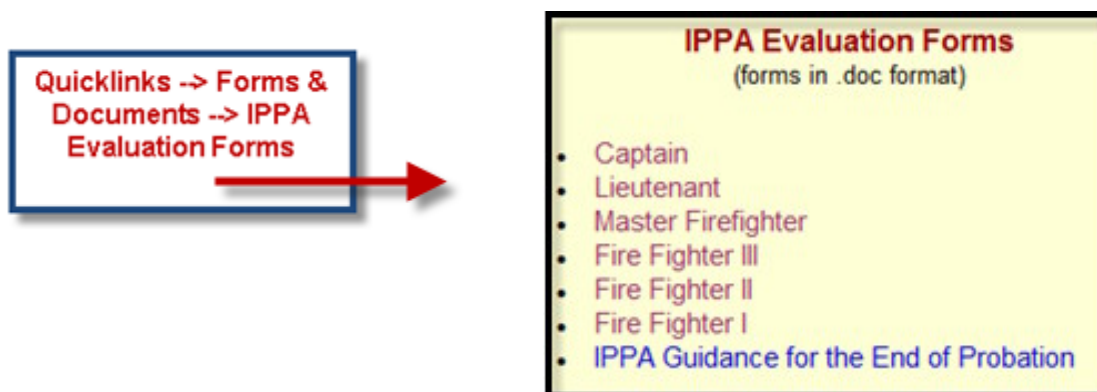


# Important Information about Submitting Performance Evaluations for All Uniformed Personnel (except probationary employees)

- Use the most current forms found on Quicklinks → Forms & Documents → IPPA Evaluations Forms
- The original and photocopy should be one sided and stapled
- The evaluation should include the Oracle ID # (not the Fire Dept ID)
- The evaluation should include the employee's full name (no nick names)
- The evaluation should include all of the fields that are highlighted below
- Submit one original signed copy and one photocopy of the signed evaluation to:  
**Jacqueline Ross – MCFRS – Administrative Svcs – 100 Edison Park Drive, 2<sup>nd</sup> Floor**



EMPLOYEE INFORMATION		
Employee Name:	Rank/Position:	
Oracle Employee ID# (from Payslip):	Station/Unit/Shift:	
Hire/Anniversary Date:	Reviewing Official Name:	
Supervisor Name:	Review Period	
Additional Feedback supplied by: (list)	From _____ to _____	
Type of Appraisal (Check) _____ Annual _____ Interim		
DOCUMENTATION SIGNATURES		
Activity to be documented	Date	Signature
Performance Plan Finalized* (Employee)		
Performance Plan Finalized (Supervisor)		
Optional Mid Year Progress Discussion (Employee)		
Optional Mid Year Progress Discussion (Supervisor)		
Evaluation Reviewed by Employee*		
Evaluation Finalized by Supervisor		
Evaluation Reviewed by Reviewing Official		

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